

STATE OF CALIFORNIA

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

**Base Year Modification Request Certification**

**Part 1: Generation Study - No Extrapolation Diversion Data**

To request a substitution for a previously approved base year used in calculating the diversion rate for your jurisdiction, please complete and sign this form and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 341-6199 to be connected to your OLA representative.

Mail completed documents to:

**California Integrated Waste Management Board  
Office of Local Assistance  
1001 I Street, (MS-25)  
PO Box 4025  
Sacramento, CA 95812-4025**

**General Instructions:**

Please select the **ONE** choice below that best explains your request to the Board.

- ☐ 1. Use a recent generation-based study to calculate our current reporting year generation amount, but not officially change our existing Board-approved base year.
- ☒ 2. Use a recent generation-based study to officially change our existing Board-approved base year to a new base year.

The shaded cells on these sheets are protected. If you have problems using these sheets, please contact your Office of Local Assistance representative by calling (916) 341-6199.

**Section I: Jurisdiction Information and Certification**

*All respondents must complete this section.*

I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:

Jurisdiction Name <b>Portola Valley</b>		County <b>San Mateo</b>	
Authorized Signature		Title	
Type/Print Name of Person Signing	Date	Phone ( ) Include Area Code	
Person Completing This Form (please print or type)		Title	
Affiliation:			
Mailing Address	City	State	ZIP Code
E-Mail Address			

**Section II: Information for New Generation-Based Study for Existing or New Base Year**

**Attach additional sheets if necessary—reference each response to the appropriate cell number (e.g., "4").**

*Note: New base years must be representative of a jurisdiction's disposal and diversion.*

<b>1. Current Board-approved existing base year:</b>	<b>2. Proposed new generation-based study year:</b>
1991	1999
<b>3. Explain how the proposed generation study year is representative of average annual jurisdiction disposal and diversion:</b>	
1999 was a normal and representative year for disposal and recycling, in that there were no singular projects or events that significantly impacted the amount of waste being generated in the Town of Woodside.	

**4. Enter diversion rate information below.**

Diversion rate calculated using existing base year	a. -43 %	Diversion rate calculated using new generation-based study	b. 27 %
For existing base year pounds/person/day based on generation	5.89	For new generation based study pounds/person/day based on generation	12.37
Residential generation 48 %	Non-Residential generation 52 %	Residential generation 48 %	Non-Residential generation 52 %
Population existing generation-based study	4160	Population new generation-based study	4600

**5. If there is an increase from 4a to 4b, please explain how the new diversion rate is consistent with your current diversion implementation efforts. If the proposed new generation tonnage results in an increase in your pounds/person/day, please explain how this is consistent with your current diversion implementation efforts and provide any examples (e.g., change in jurisdiction's demographics).**

In light of the negative aspect of the State's calculated diversion rate, the Town of Portola Valley has undertaken a Solid Waste Generation Study. The Town is forced to use the disposal tonnage figure from the State default numbers, because there are no other numbers available. The Town identified all of the diversion tonnages it could identify. The Town has made significant progress in implementing its planned programs since its SRRE was prepared. The Town expanded its curbside collection program to include all recyclable paper and beverage containers and used motor oil.

**6. If the difference between the proposed diversion rates in 4a and 4b is greater than 5 percentage points, please explain the specific reasons for the difference. (For example: new/improved curbside diversion programs.)**

Portola Valley has had problems with accurate data collection and analysis. We believe that the base year data for self-hauled materials is grossly understated and the landfill operator is inaccurately stating the current reporting year disposal data. Town is working with San Mateo County and the landfill operator to resolve these issues. In addition, the Town has implemented new programs such as: expansion of curbside recycling, yard waste pick-up/composting programs, C&D Ordinance mandating the recycling/reuse of seventy percent of materials generated from building projects in Town, and Debris Box Franchising, that requires the same seventy percent diversion as C&D ordinance.

7. Disposal Tonnage (enter values):		1535	6014	7549
		Residential	Non-Residential	Total

Please select the ONE choice below that best explains your disposal data and complete the required tables.

☒ a. All tons claimed are from the Board's Disposal Reporting System (No explanation required. Go to Section 8.)

☐ b. All tons claimed are from a 100 percent audit of hauler and self-haul tonnage. (Please complete Reporting Year Tonnage Request and Modification Certification sheet found at [www.ciwm.ca.gov/LGCentral/Forms/rytmndrq.doc](http://www.ciwm.ca.gov/LGCentral/Forms/rytmndrq.doc))

☐ c. Some Disposal Reporting System data were corrected. (Please complete Reporting Year Tonnage Modification Request and Certification sheet found at [www.ciwm.ca.gov/LGCentral/Forms/rytmndrq.doc](http://www.ciwm.ca.gov/LGCentral/Forms/rytmndrq.doc))

8. In the table below, list the summarized diversion activities, and diversion data records that support your claim and are available for Board audit. Note: The Board expects the jurisdictions to be able to provide all back-up documentation, if requested. Include type of record and location—for example, weight tickets from transfer stations. This section should capture all diversion tonnage (form will perform all addition calculations). If any diversion is from restricted wastes, agricultural wastes, inert solids [e.g., concrete, asphalt, dirt], white goods, and scrap metal, please identify those programs/waste types and fill out Section 10. Please mark as Attachment 8 all copies of survey forms.

\*Please provide detailed Non-Residential waste information in Section 9.

Note: The Board has indicated that it will be scrutinizing total source reduction amounts greater than 5% of total generation. Please be prepared to provide additional details substantiating your claim.

Diversion Activity	Actual tons	Relative Percent to Total Generation	Specific Material Type(s) (List operation w/multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
Please use the Board's program types. The program type glossary is online at: <a href="http://www.ciwm.ca.gov/LGCentral/Parts/CoDes/Reduce.htm">www.ciwm.ca.gov/LGCentral/Parts/CoDes/Reduce.htm</a>	(A)	(A/Total Generation)			
<b>Residential Source Reduction Activities</b>					
Backyard composting					
Grasscycling	2	0.0%	Green and food waste		Survey of 41 residents. Environmental Planning Consultant (EPC).
Other Residential Source Reduction (list each program separately)	9	0.1%	Grass clippings	Appendix J-1 of CIWMB Diversion Study Guide (DSG) conversion factor 350 pounds per 1000 sq ft.	Survey of 41 residents. EPC.
Thrift Store Donations					
Garage Sales	1	0.0%	Household items	Residents were asked to estimate the quantities of material they donated within the last year. EPC weighed bags and boxes of donated items. Paper bag full=7.5 pounds. Plastic garbage bag full=15 pounds. Box full=20 pounds. For larger items, they used Appendix J-1 of DSG.	Survey of 41 residents. EPC.
Enter program name	1	0.0%	Household items	Residents were asked to estimate the quantities of material they sold within the last year. EPC weighed bags and boxes of items. Paper bag full=7.5 pounds. Plastic garbage bag full=15 pounds. Box full=20 pounds. For larger items, they used Appendix J-1 of DSG.	Survey of 41 residents. EPC.
Enter program name		0.0%			
Subtotal: Residential Source Reduction	12	0.1%			
<b>Residential Recycling Activities</b>					
Curbside Recycling	743	7.1%	Newspaper, mixed paper, beverage containers	Actual weight	Waste and recycling hauler records
Buyback Centers					
Drop-off Centers					

Diversion Activity	Actual tons	Relative Percent to Total Generation	Specific Material Type(s) (List operation w/multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
Please use the Board's program types. The program type glossary is online at: <a href="http://www.ciwmf.ca.gov/LGCentral/Pans/Co des/Reduce.htm">www.ciwmf.ca.gov/LGCentral/Pans/Co des/Reduce.htm</a>					
Other Residential Recycling (list each program separately)					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Subtotal: Residential Recycling	743	7.1%			
Residential Composting Activities					
Green Waste Drop-off					
Curbside Green Waste	118	1.1%	Green waste	Actual weight	Waste and recycling hauler records
Christmas Tree Program					
Other Residential Composting (list each program separately)					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Subtotal: Residential Composting	118	1.1%			
Subtotal: Residential Diversion	873	8.4%			
Non-Residential Source Reduction Activities:					
Non-Residential Waste Audits*	106	1.0%			See Section 9
Other Non-Residential Source Reduction (list each program separately)					
C&D					
Town's Offices	3	0.0%	Construction debris	1,380 pounds per cubic yard of asphalt	Survey of nine contractors
Enter program name	44	0.4%	Grass clippings	7.62 tons per acre	Survey of Town staff activities
Enter program name					
Enter program name					
Subtotal: Non-Residential Source Reduction	152	1.5%			

Diversion Activity	Actual tons (A)	Relative Percent to Total Generation	Specific Material Type(s) (List operation with multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
<b>Recycling</b>					
Non-Residential Waste Audits*	28	0.3%	See Section 9	See Section 9	See Section 9
<b>Other Non-Residential Recycling (list each program separately)</b>					
C&D					
Enter program name	102	1.0%	Construction debris	Actual weight	Survey of nine contractors
Enter program name					
Enter program name					
Enter program name					
Subtotal Non-Residential Recycling	131	1.3%			
<b>Non-Residential Composting</b>					
Activities					
Non-Residential Waste Audits*	1076	10.4%	See Section 9	See Section 9	See Section 9
<b>Other Non-Residential Composting (list each program separately)</b>					
Landscapers	115	1.1%	Green and wood waste	Various Landscapers calculations	EPC surveyed landscapers that provide service in Town
Enter program name					
Enter program name					
Enter program name					
Subtotal Non-Residential Composting	1191	11.5%			
Subtotal Non-Residential Diversion	1474	14.2%			
Residential/Non-Residential Diversion Activities					
ADC	499	4.8%	Greenwaste	Actual weight	CIWMB's DRS records
Sludge					
Scrap Metal					
Construction and Demolition					
Landfill Salvage					
Subtotal Residential/Non-Residential Diversion	499	4.8%			
Total Res/Non-Res Source Reduction Tons	164	1.6%			
Total Diversion Tons	2846	27.4%			
Total Disposal Tons from Sec. 7	7549	72.6%			
Total Generation Tons (Div+Dis)	10395				
<b>Diversion Rate</b>					
	27%				

9. Specific Non-Residential Sector Waste Audits--Top 10 Non-Residential Generators

Please complete this table for the top 10 non-residential generators that were surveyed. List each non-residential generator separately from largest to smallest, based on total diversion tons. Audit reference number ties to your audit sheets.  
(Table will perform all addition calculations).

Type of Non-Residential Generator	Audit Reference Number	Specific/Major Diversion Activities Include Material Type (e.g., paper recycling, grasscycling). (List activities on one line)	Source Reduction Tons	Recycling Tons	Composting Tons	Total Diversion Tons	Percent of Total Diversion (Total Tons/Total Generation in Section 8)	Survey Method Phone (P) Mail (M) On-site (O) Other
Stables	3	Horse Manure			689	688.8	6.6%	O
Stables	4	Horse Manure			385	385.4	3.7%	O
School	6	Grasscycling, clothing donation, Chipping/mulching	48		1	48.95	0.5%	O
Hotel	9	Glass bottles, grease		18		18.05	0.2%	O
School	10	Grasscycling	13			13.2	0.1%	O
Grocery Store	5	Rendering, cardboard, damaged goods	6	6		11.49	0.1%	O
Church	7	Grasscycling, clothing	9			8.92	0.1%	O
Winery	12	Pallet reuse, paper	5	1		5.74	0.1%	O
Professional Services	13	Pallet source reduction, miscellaneous donations, rendering	5	0		4.98	0.0%	O
Professional Services	14	Greenwaste recycling, paper, cardboard	2	4		5.194	0.0%	O
<b>Totals</b>			<b>87.76</b>	<b>28.244</b>	<b>1074.72</b>	<b>1190.724</b>	<b>11.5%</b>	

Also provide an attachment 9 which includes all of the generators surveyed. Include for each generator (use type of generator in lieu of specific business name) diversion activity and material type and associated tonnage for each diversion activity/material type, and applicable conversion factors/sources. Include copies of survey form(s) used.

Summarize the non-residential diversion activities for the top 10 generators quantification methodology, and applicable conversion factors and sources (e.g., cardboard recycling: quantified by monthly tonnage receipts provided by the contact person at the business).

Horse Manure Composting. The conversion factor of 8.2 tons of horse manure for a large horse per year is within the range of 7.3 to 10.9 tons per year listed in an early draft of Appendix J-1 of Diversion Study Guide. All of the horses in the town's commercial stables are large horses. Business 1: 84 horses @ 8.2 tons of horse manure a year. Business 2: 47 horses @ 8.2 tons of horse manure a year.

Grasscycling: The tonnage for grasscycling was calculated by multiplying the number of acres by 7.6 tons per acre per year. Business 3: 6 acres. Business 5: Soccer field @ 360 feet by 210 feet @ 7.62 tons per acre. Business 7: 1 acre.

Glass bottle recycling. Business 4: Actual weight of glass bottles recycled.

Rendering recycling. Business 4: Actual weight. Business 6: The store manager verified the number of drums. The weight for rendering recycling was based on producing 1.5 55-gallon drums per week @ 150 lbs. per drum. Business 9: Actual weight from tallow company.

Cardboard source reduction: Business 6: Store managers' provided number of boxes source reduced as 400 boxes a month @ 2.2 pounds per box.  
Business 10: 900 boxes per year @ 2.2 lbs per box.

Pallet reuse: Business 8: 21 pallets a month @ 40 pounds a pallet. Business 9: 12 pallets a month @ 40 pounds a pallet.

Clothing donations. Business 3: 8 cubic yard container of clothing @ 225 lbs. per cubic yard @ 3 donations a year. Business 7: 5 bags of clothing every two week @ 26 times a year @ 20 lbs per bag.

Chipping and mulching. Business 3: 20 cubic yards of branches per year @ 47 lbs per cubic yard.

Damaged Goods. Business 6: Business estimate confirmed by store manager.

Paper. Business 8: Business estimate confirmed by store manager. Business 10: Business estimate confirmed by store manager.

Miscellaneous donations. Business 8: Business estimate confirmed by store manager.

10. For each restricted waste type (i.e., agricultural waste, inert solids, [e.g. concrete, asphalt, dirt, etc.] scrap metals and white goods [PRC section 41781.2]) and associated program, please provide the following information:

a. If the diversion program started on or after January 1, 1990, complete the following table.

**Note:** program name refers to one specific diversion program for that waste type (e.g., "Diversion conducted by city public waste dept.":

Restricted Waste Type	Specific Program Name	Year Started	Tonnage
Inert Solids ▼	C&D waste processed at Zanker Road processing facility	1998	102
Inert Solids ▼	C&D waste reuse by Portola Valley construction Contractors	1998	3
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			

b. If the diversion program started before January 1, 1990 - and if documentation on the program and waste type has not been approved by the Board - on a separate sheet marked "Attachment 10b", provide the documentation that indicates:

- How the diversion was the result of a local action taken by the jurisdiction, which specifically resulted in the diversion (PRC sec. 41781.2 [c] [1]).
- That the amount of that waste type diverted from the jurisdiction in 1990 was less than or equal to the amount of that waste type disposed at a permitted disposal facility by the jurisdiction in any year before 1990. (**Note** : this criterion is applicable to the entire jurisdiction, not to individual programs (PRC sec. 41781.2 [c] [2]). Please include documentation.
- That the jurisdiction is implementing, and will continue to implement, the diversion programs in its source reduction and recycling element.

**Note:** If documentation for a waste type and program has already been approved by the Board, you do not have to provide an attachment 10b for that waste type and program.

Instead please provide date of Board approval of previously submitted information. \_\_\_\_\_ (Date)

If documentation is not available, go to 10d.

c. If the diversion program started before January 1, 1990, and the documentation requested in 10b is available (but not yet approved by the Board), complete the table below for each program claimed:

Restricted Waste Type	Specific Program Name	New Base Year or Reporting Year Diversion Tonnage
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		

d. If the diversion program started before January 1, 1990, and the documentation requested in 10b is not available, please complete the table below for each program claimed. **Note** : Only the difference between the new base year/reporting year and 1990 can be counted in the diversion rate calculation.

Restricted Waste Type	Specific Program Name	New Base Year or Reporting Year Tonnage	1990 Diversion Tonnage	Difference
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				



	A	B	C	D	E	F	G	H	WASTE PREVENTION					
									I	J	K	L	M	N
1	Portola Valley Non-Residential Diversion Survey Results													
2			# FT Staff	SR	RF	CO	Total Tons	% of Total	paper prevented by	paper prevented	pages prevented	disposable cups	paper plates prevented	paper bowls prevented
3	Stable			0.03		688.80	688.83	6.24%						
4	Stable					552.40	542.40	3.49%						
5	Stable													
6	Stable													
7	Stable													
8	Stable													
9	Stable													
10	Stable													
11	Stable													
12	Stable													
13	Stable													
14	Stable													
15	Stable													
16	Stable													
17	Stable													
18	Stable													
19	Stable													
20	Stable													
21	Stable													
22	Stable													
23	Stable													
24	Stable													
25	Stable													
26	Stable													
27	Stable													
28	Stable													
29	Stable													
30	Stable													
31	Stable													
32	Stable													
33	Stable													
34	Stable													
35	Stable													
36	Stable													
37	Stable													
38	Stable													
39	Stable													
40	Stable													
41	Stable													
42	Stable													
43	Stable													
44	Stable													
45	Stable													
46	Stable													
47	Stable													
48	Stable													
49	Stable													
50	Stable													
51	Stable													
52	Stable													
53	Stable													
54	Stable													
55	Stable													
56	Stable													



	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM
1																								
2	plastic	hardback	paperback	small	medium	large	old towels #	1-gal	# 5-gal	# 15-gal	plastic	Shredded	GREEN WASTE			MANURE		RECYCLING (Non-LAGCO)						
3	pharmaceut	books	(soft) books	cardboard	cardboard	cardboard	(27" x	planter	planter	planter	bottles	paper,	Area of	Other	Compost	# horses	Grease	Bones &	Glass bottles	Plastic	Aluminum	Newspaper	Mixed paper/Paper	
4													recycled	recycled			Collection	Fat	(cu-yd/yr.)	Beverage	Beverage	(1.5 high	pick-up up	
5	<del>4.45</del>				5.28																			
6													45.72	0.47	0.5			5.85						
7													<del>7.62</del>											
8											0.21													
9																								
10					0.99															16				
11								<del>0.475</del>	<del>0.44</del>	<del>0.445</del>			<del>132.44</del>	<del>0.4564</del>	<del>0.52</del>									
12												0.20											0.3	
13														0.0564										
14					0.99									2.444										
15																								
16								1	0.25						1.3									
17					0.1144																			
18	2.288																							
19																								
20																								
21																							0.9	
22							0.078																0.7	
23																								
24				0.195	0.3432																		0.2	
25																								
26																								
27																								
28					0.3432																			
29																								
30				0.1625											0.3									
31																								
32																								
33																								
34																								
35																								
36																								
37																								
38																								
39	3.15	0	0	0.36	8.06	0.00	0.08	1.18	0.65	0.15	0.21	0.20	52.68	3.53	7.35	1074.20	2.93		16.0	0	0.0	0	2.1	
40	2.2	1.8	1.1	1.25	2.2	3.5	1.5	0.5	1	1.5	0.42	0.24	7.62	47	100	8.2			463	0.1	91	55	363	
41																								
42																								
43																								
44																								
45																								
46																								
47																								
48																								
49																								
50																								
51																								
52																								
53																								
54																								
55																								
56																								